

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

POSITION TITLE: LIBRARIAN/COORD TEACHER

POSITION LOCATION: ASDB

POSITION REPORTS TO: Principal

POSITION SUPERVISES: Technical Aide (Library), Braillist

MINIMUM QUALIFICATIONS: Two years' experience with deaf students; Masters Degree and State certification for School Librarian (K-12) with some background in deafness or visual handicaps

OR

Masters Degree in Deaf Education or Education of the Visually Handicapped; certified or certifiable by Arizona Department of Education as a teacher; and ability to become State Certified as a School Librarian (K-12) in two years

PREFERRED QUALIFICATIONS: Skills in Braille and sign language. M.L.S. Degree.

MAJOR DUTIES AND RESPONSIBILITIES: Manage the libraries, review and select print, Braille and AV materials; direct computerized circulation, cataloging, and processing operations; prepare and teach lessons in library skills and present storytelling experiences; arrange for special programs and displays in the library; consult with teachers and staff on library needs; supervise circulation and record-keeping procedures; prepare reports and grant proposals; maintain liaison with other appropriate agencies; develop and monitor library grants.

KNOWLEDGE AND SKILLS: Knowledge of the principles and practices of library programming and supervision; planning and organizational skills; verbal and written skills; knowledge of budget procedures and record keeping; ability to supervise aides and train staff in library duties and program delivery; ability to or interest in learning to communicate with hearing impaired children and staff; basic knowledge of automated library systems; skill in using multi-media materials.

SPECIAL CONDITIONS/REQUIREMENTS: Must utilize appropriate personal protective equipment as required.